

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 07-78

POSITION TITLE/NUMBER: HR Assistant (Military), 07-78, (PD No: 70633000)

GRADE/PAY: GS-0203-05 \$30,386.00 - \$39,501.00 per annum

DUTY LOCATION: HQs 116th BSTB, Fredericksburg, VA

OPENING DATE: 5 April 2007 **CLOSING DATE:** 4 May 2007 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel (NTE E4)

WHO CAN APPLY:

GROUP I - All qualified Enlisted Personnel (NTE E4) currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard Enlisted Personnel (NTE E4), regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS within 12 months of position placement as follows: E: MOS: 42A, 42F, 42L

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit. The applicant must become MOS qualified as listed above within 12 months of placement.

POINT OF CONTACT: SFC James Smith, (540) 899-4206

QUALIFICATION REQUIREMENTS:

GENERAL - Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED- Must have six (6) months of experience which equipped the applicant with the following experience to successfully perform the duties of the position, such as: experience in applying military personnel procedures, rules, and regulations in the review of information for accuracy and completeness, experience in obtaining and giving information verbally and in writing, experience in applying military personnel rules/procedures to determine accuracy of records or forms, experience in working with different elements of an organization.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Ability to examine reports, forms and other documents to insure completeness and conformity to policy and procedures.
2. Ability to explain information verbally and to prepare routine correspondence.
3. Ability to apply rules/regulations to personnel actions.
4. Ability to understand a military organization and its functions.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the first six months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel administration field. Such subjects include: English composition; public administration; personnel; statistics, psychology, or other courses where primary emphasis is on writing skills. Applicant must submit transcripts, diplomas or other forms of completion certificates to provide verification of courses.

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DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70633000: Assists in administering the military personnel program for the organization and in command level inspections for personnel and administration. Inputs information regarding periodic vaccinations, physical examinations, profiles, and other medical data as required. May assist in assembling documentation required at higher levels when processing actions such as involuntary order to active duty, courts martial, fraudulent enlistment, non-selection for retention, administrative discharges, etc. Performs various administrative duties involving the preparation and distribution of correspondence, publications, reports, orders, etc. May be required to assist in the recruiting and retention activities of the organization.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 07-78

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer